



Federal Correctional Institution
Dublin, California

Number: DUB 5267.07(A)
Date: 01/31/04
Subject: Visiting Regulations

INSTITUTION SUPPLEMENT

1. **PURPOSE:** To establish and implement visiting regulations at FCI Dublin, California.
2. **DIRECTIVES AFFECTED:**
 - a. **Directive Rescinded:**

DUB 5267.07, Visiting Regulations (06/30/03)
 - b. **Directive Referenced:**

P.S. 5267.07, Visiting Regulations (04/14/03)
3. **CORRECTIONAL STANDARDS REFERENCED:**
 - a. ACA 3rd Edition Standards for Adult Correctional Institutions: 3-4149, 3-4255, 3-4440-4443, 3-4445, and 3-4446.
4. **RESPONSIBILITY:** The Captain is delegated as having responsibility and oversight of inmate visiting procedures.
5. **IMPLEMENTATION:**
 - a. **Visitor Approval:**
 - (1) All inmates desiring to receive regular visits must submit a list of proposed visitors to the designated staff. Staff will compile an approved visiting list following suitable investigation of the proposed visitors.
 - (2) The Warden must approve visiting privileges for proposed visitors who did not have an existing relationship with the inmate prior to incarceration.
 - (3) When the Warden disapproves the request of a proposed visitor, (e.g., security concerns, extensive criminal history, no relationship prior to incarceration), a letter will be prepared by the Unit Counselor and sent to the applicant documenting the reason(s) for denial.
 - (4) Ordinarily, visiting lists are limited to 25 approved visitors. Inmate visitors for FDC inmates are limited to immediate family members.
 - b. **Location:**
 - (1) All visits will be conducted in the visiting room and established patio areas of the FCI and FPC. Visiting at the FDC will be conducted only inside the visiting room.
 - (2) Legal visits will be conducted in the visiting rooms at the FCI and FPC. Attorney-

client rooms will be used to facilitate legal visits at the FDC.

c. Visiting Hours:

- (1) The following visiting schedule has been established for all three facilities during the normal work week.

VISITING SCHEDULE	FCI	FPC	FDC
Thursday	NO VISITING	NO VISITING	4:30pm - 8:00pm
Friday	4:30pm - 8:00pm	4:30pm - 8:00pm	4:30pm - 8:00pm
Saturday	8:30am - 3:00pm	8:30am - 3:00pm	8:30am - 3:00pm
Sunday	8:30am - 3:00pm	8:30am - 3:00pm	8:30am - 3:00pm

- (2) In the event a regular visiting day falls on a Federal Holiday, all visiting will be held from 8:30 a.m. - 3:00 p.m.

NOTE: Processing of visitors will be delayed beginning at 9:15 a.m. for preparation of the official count, and will resume at 10:30 a.m. or upon completion of the count procedures. In addition, visitor processing will conclude one (1) hour prior to the end of the visiting period.

d. Frequency of Visits: Inmates will be allowed visits anytime during designated visiting periods.

- (1) Inmates at the FCI and FPC may have a total of five visitors at one time. If more than five visitors arrive to visit an inmate, the visitors will be required to alternate during the visit.
- (2) Inmates housed at the FDC (A-DESG; A-HOLD; A-PRE) will be allowed to visit with no more than three adult visitors at a time. Visits are restricted to immediate family members and limited to one hour.

e. Over-Crowding Procedures: If at anytime the visiting room becomes over crowded, the following procedures will be followed:

- (1) The Operations Lieutenant and the Institution Duty Officer will be notified to evaluate the situation and determine which visits will be terminated.
- (2) Ordinarily, visitors determined to have traveled the shortest distance will be asked to leave first.
- (3) The time the visit began and the frequency of the visits will also be taken into consideration.

- f. Identification/Records of Visitors: All inmates will be provided visitor request forms upon arrival to establish an approved visiting list. Immediate family members, verified in the inmate's Pre-Sentence Investigation report, will ordinarily be approved.
- (1) All adult visitors (16 years and older) are required to present acceptable means of picture identification, with a signature, prior to being admitted into the institution for a visit. Acceptable forms of identification include, but are not limited to, a valid driver's license, valid state identification card, passport, or other official government-issued picture identification. Visitors without proper identification (photo identification) will not be permitted to visit. Front Entrance staff having any questions or concerns regarding acceptable identification will refer the matter to the Operations Lieutenant and/or the Institution Duty Officer.
 - (2) All visitors less than 16 years of age must be accompanied by a parent, legal guardian, or responsible adult over the age of 18.
 - (3) Visitors will complete the *Notification to Visitor* Form - BP-224. The Visiting Room Officer will retain this form in the visiting file.
 - (4) All visitors must pass through and clear the metal detector before entering the FCI and FDC. In the event a visitor is unable to clear the metal detector without causing a positive reading, the visitor may be requested to submit to a pat search for the detection of contraband. Pat searches of visitors must be approved by the Warden. Visitors have the option of not submitting to a pat search, however, refusal to submit will bar the visitor from visiting on that date. Additionally, the Operations Lieutenant, and Institution Duty Officer (IDO) will be notified.
 - (5) All visitors at the FCI and FDC will be stamped with detection ink on one hand before entering the institution and will be black lighted before exiting the institution.
 - (6) The Front Entrance Officer will maintain a record of all inmate visits and special visits.

NOTE: It is the responsibility of the inmate to ensure visitors receive the visiting regulations (Attachment A), prior to visiting. These rules are provided by the Unit Counselor upon placement of visitors on the approved visiting list.

- g. Special Visits: A special visit is a Warden approved visit:
- (1) for clergy, former or prospective employers, sponsors and parole advisors. Visits in this category serve such purposes as assistance in release planning, counseling, and discussion of family problems.
 - (2) for an authorized visitor other than at regularly established visiting times, or in excess of regularly permitted visits.
 - (3) The Unit Manager will submit requests for special visits to the Warden. Unit Staff will be responsible for supervising special visits.

h. Attorney Visits (Legal):

(1) Attorney visits will be coordinated and supervised by Unit Staff.

- (a) During legal visits, attorneys may not directly provide legal documents to inmates. Legal documents may be left for the inmate via the "Special Mail Depository."
- (b) The use of audio and video tape players during attorney visits is permitted. However, the tape players will be provided by the institution upon request. The use of personal audio or video equipment during attorney visits is strictly prohibited and will not be admitted into the institution without the authorization by the Warden or his designee.
- (c) Audio and video tapes provided by an attorney for an inmate's review, which constitute potential evidence in the inmate's ongoing litigation will be processed as special legal mail being mailed to the inmate. Tapes may not be left in the "Special Mail Depository." Once opened in the presence of the inmate, the Unit Counselor will take physical possession of the tapes and check them out to the inmate until the review is complete. It will then be the responsibility of the inmate to mail the tapes back to their attorney.

i. Cost: The inmate will incur all cost associated with time and administrative expenses incidental to arranging and supervising visits.

j. Institutional Activities: Institutional activities must be maintained. Visits which unnecessarily interfere with institutional activities will not be allowed.

k. Visits for Inmates not in General Population:

(1) Admission and Holdover Status: The Warden may limit visitors to immediate family members of the inmate, during the admission-orientation period, or for holdovers, where there is neither a visiting list from a transferring institution nor other verification of proposed visitors.

(2) Disciplinary Status: Visits for inmates assigned to Disciplinary Segregation will be conducted in the visiting room at the tables closest to the officer's station.

l. Restrictions\Conduct:

(1) Visitors will not be permitted into the institution wearing any clothing which resembles inmate issued uniforms (i.e., khaki colored clothing), hats, other than religious headgear, sweat suits/jogging suits, shorts, see-through blouses, halter tops, spandex, or any other type of provocative clothing.

(2) Handshaking, embracing, and kissing by visitors are only permitted at the beginning and end of the visit. Holding hands during the visit is permitted. Inmates will be

allowed normal parental contact with their children while visiting.

- (3) Visitors may bring a maximum of \$25.00 per adult. Money can only be used for the vending machines in the Visiting Room, and may not be given to the inmate. Visitors may not leave money for deposit to an inmate account. Inmates are prohibited from possessing any form of currency.
- (4) Visitors may not visit with two inmates simultaneously except for inmates who are immediate family members.

m. Termination or Denial of Visits:

- (1) Visits may be terminated by the Operations Lieutenant and Duty Officer for the following reasons: disruptive or improper conduct by the visitor or inmate, visitors under the influence of drugs or alcohol, and/or continued failure to comply with visiting regulations.
- (2) Visitors may be denied entrance into the institution if they are not on the inmate's approved visiting list; if it is suspected the visitor is under the influence of drugs or alcohol; if the visitor does not possess proper identification, or if the visitor is wearing any of the restricted clothing.
- (3) Prior to the end of the shift, the Operations Lieutenant will prepare a memorandum to the Captain (with a copy forwarded to the Institution Duty Officer) detailing the reasons for the termination or denial of any visit.

n. Identification/Records of Inmates: Inmates will be positively identified with their issued ID card or locator card from the inmate visiting file upon entering the visiting room, and following the visit, prior to the visitors departing the visiting area. Inmates processed for visiting will be pat searched before entering the visiting room. Upon completion of the visit, all inmates at the FCI and FDC will undergo a visual search and metal detection scan. Inmates at the FPC will undergo random visual searches upon completion of the visit.

o. Supervision:

- (1) It is the responsibility of the Visiting Room Officer to ensure that the visiting area regulations are followed as outlined by Bureau of Prisons policy and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of the visits is not required at all times, but the officer will ensure all visits are monitored throughout the visiting period.
- (2) Under no circumstances will the Visiting Room Officer accept articles, gifts of any kind, or money from visitors for an inmate. Inmates are not permitted to give anything (i.e., hobby craft items) to visitors except through appropriate recreation procedures.

p. Clothing and Accessories:

- (1) Inmates will visit wearing the institution issued uniform. Inmates will not be permitted to wear coats/jackets into the visiting room.
- (2) Inmates at the FDC will visit in the institution issued jump suits and deck shoes.
- (3) Jewelry is limited to a wedding band and religious medallion. Earrings, watches, bracelets, additional rings and necklaces are not permitted.
- (4) **Cigarettes and other tobacco products are not permitted.**

q. Prisoner Visitation and Support:

- (1) Any visitor identified as a representative from Prisoner Visitation and Support (PVS) will be permitted to visit any inmate incarcerated at this institution during normal visiting hours. Ordinarily, Religious Services staff will provide a memorandum to the Front Entrance Officer to announce the intended visit. However, these special visitors will ALWAYS be permitted to visit, in the absence of a memorandum or advanced notice.
- (2) If there are any concerns allowing a PVS visitor into the institution, the Administrative Duty Officer (ADO) must be contacted immediately. Denial of any PVS visitor must be with the approval of the Administrative Duty Officer (ADO).
- (3) The Bureau of Prisons appreciates the service the PVS program provides to the inmate population. Therefore, it is imperative that these individuals receive the highest level of professionalism and cooperation from the staff at FCI Dublin.

6. **MANAGING DEPARTMENT:** Correctional Programs/Correctional Services

Approved by:

Schelia A. Clark
Warden

VISITING REGULATIONS
FCI - FDC - FPC
Dublin, California

The following information is provided to describe our visiting schedule and program. We want you to understand our program so that your visiting experience will be as pleasant as possible.

The institution is located on Camp Parks Reserve Forces Training Area in Dublin, California, approximately 20 miles east of Oakland on Interstate 580.

The following visiting schedule has been established for all three facilities during the normal work week.

VISITING SCHEDULE	FCI	FPC	FDC
Thursday	NO VISITING	NO VISITING	4:30pm - 8:00pm
Friday	4:30pm - 8:00pm	4:30pm - 8:00pm	4:30pm - 8:00pm
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Sunday	8:30am - 3:00pm	8:30am - 3:00pm	8:30am - 3:00pm

In the event a regular visiting day falls on a Federal Holiday, visiting hours will be held from 8:30 a.m. - 3:00 p.m.

NOTE: Processing of visitors will be delayed beginning at 9:15 a.m. for preparation of the official count, and will resume at 10:30 a.m. or upon completion of the count procedures. In addition, visitor processing will conclude one (1) hour prior to the end of the visiting period.

RULES AND GUIDELINES

1. All adult visitors (16 years and older) are required to present acceptable means of picture identification, with signature, prior to being admitted into the institution for a visit. Acceptable forms of identification include, but are not limited to, a valid driver's license, valid state identification card, passport, or other official government-issued picture identification. Visitors without proper identification (photo identification) will not be permitted to visit.
2. All visitors under 16 years of age must be accompanied by a parent, legal guardian, or responsible adult over the age of 18.
3. Visitors will not be permitted into the institution wearing any clothing which resembles inmate issued uniforms (i.e., khaki colored clothing), hats other than religious headgear, sweat suits/jogging suits, shorts, see-through blouses, halter tops, spandex, or any other type of provocative clothing.
4. Visitors may bring a maximum of \$25.00 per adult. Money can only be used for the vending machines in the Visiting Room, and may not be given to the inmate. Visitors may not leave money with the Visiting Room Officer for deposit to an inmate account. Inmates are prohibited from possessing any form of currency.
5. Tobacco products are not permitted.
6. Visitors with babies may bring three empty baby bottles per child, sealed baby formula in a self-open can, four (4) unopened jars of baby food, one change of clothing and ten(10) diapers. All items must be carried in a clear plastic bag. No car seats or strollers are permitted in the visiting rooms.

7. Visitors are encouraged to leave personal belongings in their vehicles. Lockers are available at the FCI and FDC for visitors to store limited items. Visitors at the FPC will be required to secure articles in their vehicles before being processed for visitation. All items are subject to search before entering the visiting room.
8. Visitors are not allowed to bring in any type of weapon, ammunition, drugs, or narcotic. Cameras and tape recorders are prohibited.
9. Medication of an emergency nature, such as asthma inhalants or nitroglycerine, are allowed; however, all medications must be declared to the Front Entrance Officer.
10. Any individual believed to smell of alcohol, or who appears to be under the influence of alcohol or drugs, will be denied entry.
11. Inmates at the FCI and FPC will be allowed five (5) visitors at a time. Inmates at the FDC are allowed three (3) adult visitors for a one hour visit.
12. Handshaking, embracing, and kissing by visitors are only permitted at the beginning and end of the visit. Holding hands during the visit is permitted. Inappropriate behavior or contact may result in termination of the visit. Inmates will be allowed normal parental contact with their children while visiting.
13. Visitors may not visit with two inmates simultaneously, except for inmates who are immediate family members.
14. Visitors have the responsibility of providing proper supervision and control of children. Inappropriate behavior of your child may result in termination of the visit.
15. Visitors must ensure that they are on the inmate approved visiting list. Individuals who arrive for visits that are not on the visiting list will be denied entry.
16. FCI Dublin reserves the right to refuse admittance to anyone who fails to comply with our policies. Violations of these guidelines can result in a suspension of the inmate's visiting privileges.
17. 18 U.S.C. §§ 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide to an inmate, any prohibited object.

DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION, DUBLIN, CALIFORNIA

Travel east on Highway 580, from Oakland to the Hacienda exit; turn north and continue approximately a 1/4 mile; turn left on Dublin Boulevard. Continue approximately 1/2 mile and turn right into the entrance of the Camp Parks Reserve Forces Training Area. Once inside Camp Parks, make the first right turn onto 4th Street; and then the first left onto Hutchins. Continue to the end of the street and turn right onto 8th Street. Parking for the FCI and FDC will be the first entrance to the left. Parking for FPC is located on the right; west of the playground. The entrance to the FCI is adjacent to the flag pole. The FDC is located at the far end of the parking lot (white building with blue trim).

Transportation to the institution is available via local taxi service. Additional public transportation is available via BART and bus services originating from the San Francisco Bay Area and surrounding East Bay cities.